

**YAKAMA NATION HUMAN RESOURCE DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2011-147 **Issue Date:** 07-19-11 **Closing Date:** 08-01-11

Bookkeeper IV (Grant & Contracts)

YKFP –Fisheries

Department of Natural Resources

Hourly Wage: \$15.29-\$17.54/Full-Time/Regular

Responsible for complex bookkeeping duties for the Yakima/Klickitat Fisheries Project. Responsible for Financial Reports as required by Bonneville Power Administration. Assure compliance with all Federal, State, Tribal and Project regulations. Duties include skilled at preparing budget proposals, budget modifications, close out projects and associated subcontracts. Responsible for assurance that data used for financial reports is correct. Duties include maintaining correspondence with various vendors and governmental agencies. Position requires close coordination with the YKFP Program Coordinator, Central Accounting, Grants & Contracts and various sub-contractors for the Yakima/Klickitat Fisheries Project. Employee will work directly with Program Coordinator to assure established policies and procedures of the Yakama Nation and the funding agency are followed. Work is reviewed for accuracy of records and timely reporting according to established rules and regulations.

Knowledge, Skills and Abilities:

- Knowledge of J.D. Edwards Finance System, Quicken Cuff Accounting, MS Excel MS Word and software programs required by funding agencies, Grants. Gov and Grants on-line as required by funding agency.
- Knowledge of double entry fund accounting system.
- Knowledge of policies, procedures, and practices applicable to Tribal and Funding Agency requirements of BPA, NOAA, Tribal, WDFW and other funding agencies.
- Ability to plan and organize work and complete tasks independently.
- Ability to maintain and reconcile accounts to general ledger classifies accounting transactions, close accounts and prepare financial reports and statements.
- Ability to analyze financial data researches conclusion and communicates findings both orally and in writing.
- Ability to understand and execute complex oral or written instructions and to apply available guidelines too widely varied situations.
- Ability to work with sub-contractors to prepare budgets, receive statement of work and deliverables, prepare budget modifications as required.
- Ability to reconcile cash balance comparing data from Funding Agency to JDE.
- Ability to establish and maintain effective working relationships with co-workers, funding agency, vendors and general public maintain professional attitude at all times.

General Recruiting Indicators:

- Minimum: Three years progressively responsible bookkeeping or accounts maintenance with governmental fund accounting or closely related work experience.
- Must have strong skills in subcontracting.
- Two years experience of J.D. Edwards Financial System, Cuff Accounting, MS Excel and MS Word.
- Two years experience with financial reporting and knowledge of requirements of Federal/State contracts and private funding agencies.
- Four-year college degree may be substituted for two-year work experience.
- Required to successfully pass a background check.
- Ability to pass a pre-employment drug and alcohol test.